Contract Maintenance:

View & Print Line Item Details

Objectives

View Line Item Details

Create Line Item Reports

View & Print Line Item Details

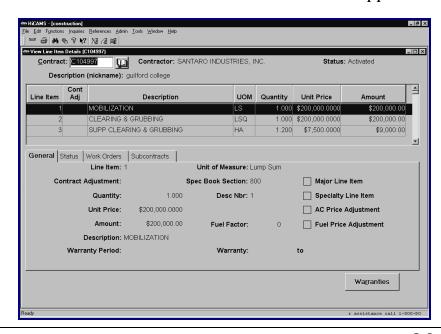Details about contract line items can be accessed in the View Line Items window.

This window is for inquiry purposes only; information cannot be updated. However, it is possible to access the **Set Warranties** window from the View Line Items window (via the **Warranties** button) to set warranties for a contract while viewing contract details.

It is also possible to access the **View Work Order Details** window or create a Line Item report directly from the **View Line Items** window.

Viewing Line Item Details

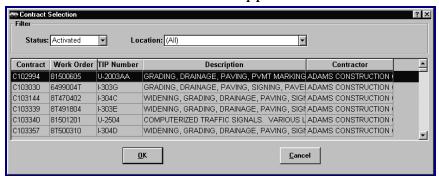To view Line Item details, perform the following:

Step 1:   Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2:   Select **Contract Maintenance** from the **Functions** menu and choose **View Line Item** from the sub-menu that appears:

Step 3:   Click the book icon to the right of the *Contract* field.

The **Contract Selection** window appears:

Contract	Work Order	TIP Number	Description	Contractor	
C102994	81500605	U-2003AA	GRADING, DRAINAGE, PAVING, PVMT MARKING	ADAMS CONSTRUCTION	
C103030	6499004T	I-303G	GRADING, DRAINAGE, PAVING, SIGNING, PAVE	ADAMS CONSTRUCTION	
C103144	8T470402	I-304C	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION	
C103339	8T491804	I-303E	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION	
C103340	81501201	U-2504	COMPUTERIZED TRAFFIC SIGNALS. VARIOUS L	ADAMS CONSTRUCTION	
C103357	8T500310	I-304D	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION	

Status: Activated   Location: (All)

OK   Cancel

> *Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.*

Step 4:   To display only those contracts with a particular status, select the desired choice from the list box in the *Status* field.

By default, the contracts displayed in the window are those associated with individual office only.

> *Note: To select a contract from another location, select it from the list box in the Location field.*

> *Tip: You can also choose the option **All**, to display all available contracts that have been authorized or activated.*

Step 5:   Find the contract to select from the list in the window using the scroll bar, if necessary.
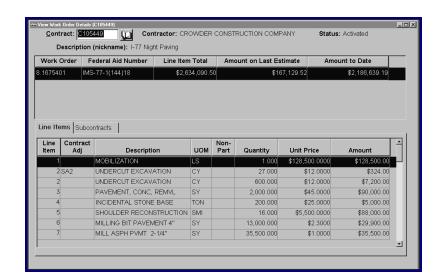
Step 6:   Click **OK**.

The **View Line Items** window displays; the information associated with the contract selected appears.

> *Tip: Instead of using the **Contract Selection** window to retrieve the desired contract, it is possible to type the contract number in the Contract field.*

Step 8:   Select the line item in the window to display the details.

Step 9:   The information corresponding to the selected line item appears in the various tabs in the lower portion of the window.

Step 9:   Click the tab that corresponds to the line item to view.

Step 10:   To view any work order details, click the Work Orders tab, then double-click on the Work Order number to view details.

The **View Work Order Details** window appears:

Follow the instructions in the section, "Viewing Work Order Details."

Step 11:   To set warranty information, click the **Warranties** button at the bottom of the window.

The **Warranties** window displays. Follow the instructions for setting warranties described in the section "Setting Contract Warranties."

View and Print Line Item Reports

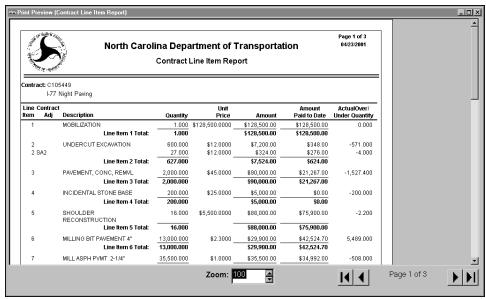To generate and print a Line Item report, perform the following steps:

Step 1: Access the **View Line Items** window and select the contract for which you want to generate a line item report, using the instructions in the section "View Line Item Details," above.

The line item information for the contract appears in the window.

Step 2: Click on the **Print** button in the toolbar.

The **Print Preview** window appears, displaying a report of all the line items for the selected contract number:

This window displays the report exactly as it will be printed.

The following options are available in the Print Preview window and main HiCAMS toolbar and menu bar:

◆ The Zoom function at the bottom of the window displays various sizes of the report in the Print Preview window, creating the effect of "zooming" in and out.

Type the desired percentage directly into the field, or select the percentage by clicking the up and down arrow buttons located to the right of the *Zoom* field.

◆ The horizontal arrow buttons at the bottom of the window display the next, previous, first or last page of the report.

◆ When you are ready to print the report, click on the **Print** button or select **Print** from the **File** menu.

◆ To save the report as a file, choose **Save As** from the **File** menu. Name the file, select the applicable format to save the report in the window; then click **Save**.